

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

James R. Capaldi, P.E.
Director



Department of Transportation
OFFICE OF THE DIRECTOR
Two Capitol Hill
Providence, R.I. 02903-1124

OFFICE (401) 222-2481
FAX (401) 222-2086
TDD (401) 222-4971

DATE: June 28, 2005

TO: Distribution List
Division Heads
Senior Managers

FROM: James R. Capaldi, PE
Director of Transportation

SUBJECT: Internal Organizational Changes and Employee Out-of-Classification
Assignments

As a reminder to all RIDOT managers, any proposed changes in any Division, Section or Unit alignment, or employee reassignments of responsibilities that would necessitate internal organizational refinements does require the prior review and approval of the Director of Transportation.

Managers and Supervisors are not authorized to assign any employee to perform duties and responsibilities of higher classifications that precipitate working out-of-classification situations. Classification review studies are intended to be a means to address long-term evolutionary changes in an individual's basic job responsibilities. It is the responsibility of the Appointing Authority to ensure that all contractual, equal opportunity, and civil service requirements are met.

The attached RIDOT internal classification review procedure has been developed for agency management. Any future employee classification requests will require this form to be completed, in detail, by the appropriate supervisor and division head.

The Human Resources staff will monitor this process and provide periodic organizational status reports to the Director and Deputy Director.

Attachment(s)



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

RHODE ISLAND DEPARTMENT OF TRANSPORTATION
OFFICE OF HUMAN RESOURCES

Two Capitol Hill, Room 214

Providence, Rhode Island 02903-1124

Phone (401) 222-2572; Fax (401) 222-2574; TDD (401) 222-4971

RE: RIDOT INTERNAL PROCEDURE FOR PROCESSING EMPLOYEE JOB STUDY
QUESTIONNAIRES

Purpose: All classified state employees have the right to initiate a classification review by preparing and submitting a Classification Questionnaire to their Section supervisor. Once such a submission is made, it is the supervisor's responsibility to provide concise and accurate comment. Thereafter, the Questionnaire is forwarded first to the appropriate Division Administrator and then to the RIDOT Human Resources Office (HRO) for processing and submission to the Department of Administration. This procedure is intended to assure accountability at every level.

Goal: It is the goal of the Department to ensure the timely, consistent and effective management of the Classification Questionnaire review process in accordance with DOA/Office of Personnel Administration (OPA) requirements, contractual obligations, good administrative practice, and the best operating interests.

Procedure:

1. Any classified employee may request a Classification Questionnaire form from his/her supervisor or from the RIDOT HRO; the classification review process is initiated when the employee submits a completed form to his/her Section supervisor.
2. The Section supervisor shall:
 - a. Complete the appropriate section of the Classification Questionnaire form; in doing so, clearly state whether s/he believes that the employee is working out-of-class and what the appropriate class title should be.
 - b. Complete a RIDOT "Supervisor's Review of Employee Job Study Request" form.
 - c. Forward both forms to their Division Administrator for review and comment.

3. The Division Administrator shall:
 - a. Review and initial both forms, comment as appropriate, and transmit the completed forms to the HRO.
4. The Human Resources Office shall:
 - a. Review for completeness and transmit the Questionnaire to the Office of Personnel Administration in the Department of Administration; the Supervisor's Comments will be retained within the Department.
 - b. Maintain official departmental records and monitor the progress of the Questionnaire through the OPA process.
 - c. Serve as a source of information and guidance for both the Department and OPA in regard to the processing of the Questionnaire.
 - d. Provide consultation to Division Administrators, Section supervisors and the Director as necessary. Sections may request HRO assistance at any point in the Classification Questionnaire preparation or review process; requests must be initiated by Section supervisor, Division Administrator or their designee and should be addressed to the RIDOT Human Resources Administrator.
5. The Department has a contractual obligation to employees represented by IFPTE, LIUNA and AFSCME to send completed Questionnaires to OPA as soon as practical of an initial employee submission to the Section supervisor.
6. The OPA's Classification Section makes the final determination on whether an employee is working out-of-class, but the final approval and implementation remains the decision of the Director of Transportation.
7. The RIDOT retains the right to remove questionable duties at any time that its is determined to be in the best interest of the State. If the Director chooses not to implement the findings of OPA, the employee will be instructed to cease performing the out-of-class duties.



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

RHODE ISLAND DEPARTMENT OF TRANSPORTATION
OFFICE OF HUMAN RESOURCES

Two Capitol Hill, Room 214

Providence, Rhode Island 02903-1124

Phone (401) 222-2572; Fax (401) 222-2574; TDD (401) 222-4971

TO: Section Supervisor

DATE:

FROM: RIDOT Human Resources

RE: SUPERVISOR'S REVIEW OF EMPLOYEE'S JOB STUDY REQUEST

Please complete this form, attach it to the employee's Classification Questionnaire and forward both to your Division Administrator, as appropriate, within five (5) days of the employee's initial submission date.

(Use additional pages as needed to complete in detail.)

1. If you believe this employee is working out-of-class, briefly explain how the employee came to assume those current actual duties that are not consistent with his/her present class title. Were these duties assigned to the employee (by whom; when), did the employee independently assume these duties or were they assumed by mutual agreement? What percentage of the employee's duties and work time is spent working properly assigned within class?
2. What alternatives are available to fulfill the unit's work requirements and avoid utilizing this employee out-of-class? If the employee simply stops doing the assignment, what would be the impact?
3. If the work being done by this employee is essential and cannot otherwise be accomplished within the section, please prepare alternate documentation to support the establishment of a new position.
4. Will approval of this request stimulate additional reclassification requests from other individuals in the employee's unit? Please explain.

5. What, if any, will be the consequence, if this reclassification request is denied?
6. Given your responses to the above questions, do you support or not support the employee's request? Should the out-of-class duties, if any, be removed from this employee's assignment? Please explain.

/ _____
Section Supervisor

/ _____
Date

Division Administrator's Review and Comments: _____

/ _____
Administrator

/ _____
Date

Attachments